



**Springfield-Greene County Library Board of Trustees**  
**November 16, 2010**  
**Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, November 16, 2010, at the Library Station with Vickie Hicks presiding.

Members present: Leslie Carrier, Martha Crise, Kenton DeVries, Cheryl Griffeth, Neil Guion, Vickie Hicks, Kim Kollmeyer, David Richards

Member absent: Rod Nichols

Disposition of Minutes: Crise moved to approve the October 19, 2010, minutes. Kollmeyer seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

Finance and Personnel Committee: Auditor Rob Rebmann of Roberts, McKenzie, Mangan and Cummings presented the annual audit report for the 2009-2010 budget year and gave the Library an unqualified opinion, the best rating a firm can give an organization. The Between Friends Gift Shop activity was included in the audit since the gift shop is under the control of the Library. The Library Foundation was included as a component unit. A footnote was added to the financial statement notes detailing the Friends of the Library contributions during the fiscal year. Net assets exceeded liabilities by \$11,451,960 for the audited period. Overall, the Library continues to maintain a strong financial position.

The firm's management letter noted that "during the testing of the Springfield-Greene County Library District's pledged securities, no securities had been pledged to protect the Library's deposits at June 30, 2010. BancorpSouth believed the Library's accounts were covered by the Transaction Account Guarantee Program that fully guarantees all non-interest-bearing transaction accounts. However, the Library accounts exceed the interest threshold whereby the accounts did not qualify for the program and were only covered by the \$250,000 FDIC maximum coverage as a result." It was recommended the Library review the amount of coverage in place monthly to ensure the Library deposits are fully secured by the financial institution.

Note: Executive Director Regina G. Cooper and Director of Business Operations Debbie Eckert now receive and review the monthly Federal Reserve Bank Pledge Holdings report.

Through October, the Library was 3.6 percent under budget. Year-to-date revenue totaled \$937,445 versus \$3,654,712 in expenditures. Income included first and second quarter State Aid disbursements from the Missouri State Library. Grant income included reimbursements from the U. S. Department of Education for Missouri Parent Information Resource Center (MO-PIRC) expenses for July through September 2010 and Library Services and Technology Act for Summer Reading to Go, Videoconferencing and Summer Literacy Initiative grants.

Expenses included a copy machine for the Strafford Branch as well as computer equipment from Account 5232 Minor Equipment. Account 5321 Telephone will reflect the \$21,923.64 credit from AT&T on October 19, 2010, for equipment invoiced but not installed. The credit will be applied to invoices related

to that account number until the amount is used up. Account 5331 Travel and Training included registration and air fare for staff to attend the American Library Association Mid-winter Conference in San Diego, California, in January 2011 as well as Staff Development Day speaker expenses, decorations and recognition gifts. Account 5372 Vehicle Repairs included a portable generator and electrical cord for the bookmobile. Account 6411 included paint, carpet, tile, chair upholstery, circulation counter and environmental inspection for the Ash Grove Branch revitalization project. Account 412 Motor Vehicles included a deposit on the new bookmobile. The budget amount will be revised to include the donation from the Friends of the Library when budget revisions are presented in February 2011.

Programs, Services and Technology Committee: The statistical report reflected limited service at the Ash Grove Branch until October 23, 2010, due to the refurbishing project. Circulation in October decreased 6.6 percent with 304,222 materials circulating systemwide. Total branch traffic decreased 2.3 percent with 159,093 patron visits. Systemwide, 1,794 groups used the meeting rooms with an attendance of 10,693. There were 469,422 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,481,646 page views by 87,923 visitors during October.

Report of the Director: Cooper reported the Friends of the Library Fall Book Sale set a record by selling a total of \$108,379.38 in materials. Volunteers worked a total of 3,033 hours during the sale that was held at Remington's on October 19-24, 2010.

The Friends of the Library was named "Outstanding Philanthropic Organization of the Year" by the Association of Fundraising Professionals, Ozarks Region. They will be honored on National Philanthropy Day at a luncheon at Highland Springs Country Club on Friday, November 19.

Through a donation dropped off at the Brentwood Branch, the Friends of the Library received a 1773 edition of "The Works of Shakespeare" by Lewis Theobald and a rare volume of John Bell's "Poem's Written by Shakespear." The rare volumes will be donated to the Special Collections and Archives Department at Missouri State University at a reception at 4 p.m. on Wednesday, November 17, at the Brentwood Branch Library.

The Ash Grove Branch reopened on Saturday, October 23, with a ribbon cutting ceremony at the newly revitalized branch. Branch Manager Beth Snow reported handicapped patrons have better mobility with the new interior layout. The revitalization was provided through a \$35,000 grant from the Friends of the Library.

The bookmobile bid specified that the new vehicle would be delivered in 120 calendar days after receipt of the order if the chassis currently in stock is still available at the time of the order or 210 calendar days if the chassis is no longer available. The chassis was not in stock, which puts the bookmobile delivery in mid-April 2011. A staff committee began reviewing the interior design drawings for the new vehicle.

Artist Joyce McMurtrey donated 20 percent (\$150) of her sales from an exhibit at the Library Station during September and October. As a result of the exhibit, McMurtrey was offered a spread in *417 Magazine* and a showing at a downtown gallery.

The Missouri State Library announced state aid figures for this year, and the amount is \$1,200 more than budgeted.

Information Technology Manager David Patillo demonstrated the new mobile website. The site focuses on key tasks patrons use such as branch locations, hours, quick catalog searches, programs, Ask a

Librarian and a link for the full Library website. Coming soon is access to databases and Overdrive downloadable books.

Cooper, Foundation Director Michelle Creed and Planning & Development Librarian Gay Wilson met with representatives from the Community Foundation of the Ozarks (CFO) to discuss their services as well as support CFO can provide for capital campaigns. Staff discussed the potential for fundraising for a “new” Brentwood Branch and shared with them that a fund was already started because Brentwood Branch Manager Marilyn Prosser had pledged her salary increase as the first donation to the Brentwood Fund.

A new microfilm reader/ printer/scanner was installed in the Local History Department at the Library Center. The new equipment was part of a Library Services and Technology Act grant through the Missouri State Library.

Cooper will be the featured guest in a Q&A session at the monthly breakfast at the Tower Club on December 14 as part of the Springfield Business Journal’s 12 People You Need to Know in 2010 project.

*Neil Guion arrived at the meeting.*

Board Education: Community Relations Director Kathleen O’Dell gave an overview of the Community Relations Department as part of the strategic planning reports. A mission of the department is to increase the level of awareness of the Library among Greene County citizens. This is accomplished through developing and protecting the Library’s brand, marketing services through both print and social media, press releases, signage, partnerships and continuous advocacy with staff, patrons and elected officials. The Community Relations Department is the liaison with the press and coordinates interviews between the media and staff to ensure consistent and accurate information is presented. The department promotes the Library’s brand through the logo on stationery, business cards, signage, flyers, publications, etc., as well as the slides promoting programs on the televisions at the branches. The department works with the Friends of the Library, Library Foundation, staff and other partners in public relations and marketing campaigns. Some recent examples were the reception for the donation of the Shakespeare volumes to Missouri State University and the reopening ceremony for the Ash Grove Branch revitalization. Press releases as well as articles about the Library appearing in the media are archived on the Library’s website.

Buildings and Grounds Committee: Chair Neil Guion reported the Buildings and Grounds Committee met in joint session with the board. City of Springfield Attorney Dan Wichmer provided information concerning possible real estate options. The December meeting will also be a joint session with City of Springfield Planning and Development Director Ralph Rognstad.

Plans are in progress for the rollout of the new bookmobile. A staff committee began reviewing the interior design drawings for the new vehicle.

New Business: Human Resources Director Lori Strawhun reviewed the proposed 2011 health insurance premium renewals. Because of a difficult claims year in 2010, the Library is not in a good position for competitive quotes for 2011 premium renewals. The quoted increase is 17 percent over expected costs for 2010. To help control the increased expenses, the committee reviewed recommendations for increased employee cost-sharing of health insurance premiums.

The Finance and Personnel Committee recommended accepting the proposal to increase the deductible from \$250 to \$500 per person, increase the out-of-pocket maximum from \$2,000 to \$3,000 to a maximum of \$7,500 per family and stay with third party administrator HCC Life and Delta Dental for insurance

carriers. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

Miscellaneous Items: The Board of Trustees honored three retirees with albums of photographs with memories of their years of service with the Library District. Collection Services Copy Cataloger Linda Kaiser retires November 18 after 40 years with the Library. Maintenance staff member Jim Wright has been with the district since 1987, retired from full-time status and returned as a part-time employee in the Buildings and Grounds Department. Library Station Children's Department Manager Mary Weekes retires in December after more than seven years with the district.

Carrier moved to adjourn the meeting. Griffeth seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

The meeting adjourned at 5 p.m.

---

Board of Trustees

---

Debbie Eckert, Director of Business Operations